

## **ARD Information Paper**

### **What is an ARD?**

Advance Return of Dependents is a process which allows *command sponsored* military dependents to return to live in the “lower 48” at the military’s expense.

### **Who can submit an ARD request?**

Military service member or spouse of service member that has a power of attorney.

### **What are some reasons for requesting an ARD?**

Financial difficulties

Marital difficulties

Unforeseen family problems

Death or serious illness of a close relative

Humanitarian or compassionate nature

Situations which have an adverse effect on the member’s performance of duty

Education facilities are inadequate

Medical facilities are inadequate (medical treatment is not available, but must be supported by medical documentation, and a statement from the physician)

### **What paperwork is required?**

DA Form 4187 signed by Company Commander/Rear Detachment Commander

DA Form 4187-1-R signed by LTC and COL

Memorandum of recommendation from Army Community Service (if seen by counselor)

DD Form 1172 (Application for Uniformed Services Identification Card DEERS Enrollment

Memorandum from Chaplain if counseled, if not counseled by the chaplain, a letter from/signed by the Soldier is required stating that he/she was not counseled

ERB (Enlisted Record Brief) or ORB (Officer Record Brief)

Copy of power of attorney if necessary

### **Who do I submit an ARD request to?**

The ARD packet is submitted to the unit S-1/Personnel Center. The S-1 will then bring the packet to Soldier Actions Section at the 203d PSB where they will review the packet and type up orders for the Garrison Commander’s approval and signature. The unit S-1 can also assist family members putting the packet together.

### **Who is approving authority?**

The Garrison Commander is approving authority. Once approved, the service member can take the orders to SATO Travel and Transportation to make arrangements for the family member.

### **What are some restrictions for an ARD?**

The government *will not* pay for the military dependents to move again until the Soldier is issued PCS or ETS orders from Alaska or serves another three year tour in Alaska.

### **References:**

Paras 5-8 and 5-9, AR 55-46, Travel Overseas June 1994

<http://www.dtic.mil/perdiem/jtr.pdf> Para U5900, Part J, Chapter5, Joint Federal Travel

Regulations (JFTR), Volume 1, Uniformed Service Members March 2004

**POC: Soldier Actions Section, A. Det. 203D PSB, at 353-2054 or 353-2386.**